

CLASSIFICATION: CAMPUS PATROL OFFICER I

Class Code: 1531-16

Date Established: 05- 8 -14

Occupational Code: 3-3-9

Date of Last Revision:

BASIC PURPOSE: To provide security and police coverage to the Hugh Gallen State Office Complex campus and to enforce federal, state and local laws and established policies and procedures under the direction of senior Officers by conducting patrol and inspection functions to protect state-owned property against fire, theft and vandalism, and to provide general and specialized services to patients/residents, employees, citizens and installation(s). Campus Patrol Officers report to the Department of Safety, New Hampshire State Police.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Under direction, conducts patrols and inspections to ensure the security and protection of multiple local, state, and federal agencies located on the campus of the Hugh Gallen State Office Complex, with an emphasis on New Hampshire Hospital and mental health issues.
- Investigates criminal activity; detects, apprehends and arrests violators of law; and prepares reports of investigations for presentation to supervisor. Attends and observes criminal and motor vehicle court hearings and assists in prosecution as required.
- Monitors movements and behavior of potentially dangerous patients/residents, participates in patient admissions as necessary, and responds to and controls high risk situations involving out of control behaviors and psychiatric emergencies including the potential for injury to self and/or others.
- Provides transport to patients and staff, including transport of patients taken into custody back to the Hospital using a marked police vehicle, as necessary.
- Assists the public in locating state offices and individual state officials/employees and provides general information to patients, employees and visitors.
- Periodically inspects buildings, grounds and parking lots in and around the property, checks mechanical equipment, reports discrepancies to supervisor and takes corrective action to ensure that state facilities are maintained in a safe manner.

- Inspects for vandalism of state property, investigates thefts as required, and prepares inspection reports for presentation to supervisor, to include the identification of fire, lighting, and other safety hazards.
- Enforces parking and traffic regulations, to include initiating traffic stops in marked cruisers to identify and apprehend violators, issuing verbal and written warnings and tickets, making in-custody arrests, and investigating traffic crashes.
- Responds to burglar, fire and mechanical alarms including personal safety and auto dial alarms at campus facilities to determine the nature of the problem and report to supervisor, and tests burglar and fire alarm systems to ensure they are working properly.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency program or policies.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job assignments in an adverse working environment involving a variety of unpredictable elements or hazards, including exposure to injuries or hazardous materials which result in partial disability.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result

in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

MINIMUM QUALIFICATIONS:

Education: High school diploma, or high school equivalency. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years of experience as a certified police officer, security officer, correctional officer, active military, or mental health worker providing direct care to patients. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must possess a valid driver's license and complete the Safe Driver Course within the first six (6) months of employment.

SPECIAL REQUIREMENTS:

1. Must be at least twenty-one (21) years of age on date of appointment.
2. Selected candidate must pass a thorough character investigation including reference check, criminal record check and motor vehicle record check before appointment. Candidates who do not have good character or who do not have a record free of serious offenses will be ineligible for appointment.
3. Must, within six (6) months of employment, successfully complete the Full-Time Police Officer Academy at the NH Police Standards and Training Council and thereafter maintain annual certification.
4. Must, within the first four (4) weeks of employment, successfully complete all written and physical components of the Mental Health Worker Training Program as approved by the Division of Personnel.
5. Required by RSA 188-F:27, III-a, b, c, and in accordance with protocols established by the NH Police Standards and Training Council, all uncertified part time and full time police officer candidates, prior to assuming their duties, must successfully pass:
 - Drug screening administered under the direction of a licensed physician according to established protocols.
 - A physical fitness performance test according to established standards and successfully retest every three (3) years thereafter.
 - A psychological screening test battery administered under the direction of a licensed psychologist or psychiatrist designed to detect behavior traits that could adversely affect the ability to perform the essential functions of a police officer.

- A physical examination according to established standards (PSTC Form D) and successful retest every three (3) years thereafter.

RECOMMENDED WORK TRAITS: Thorough knowledge of law enforcement and arrest procedures. Thorough knowledge of procedures for vehicle, individual and building searches as required. Thorough knowledge of procedures for traffic stops, response to major accidents and securing motor vehicle accidents as required. Thorough knowledge of procedures for investigating complaints and incidents. Thorough knowledge of procedures for responding to threats against protection level resources, bomb threats and the use of force, as required. Knowledge in the use of all installation security surveillance systems and cameras. Knowledge of the procedures for the use of wire and radio communications as required. Knowledge of established policies and procedures regarding vandalism, theft and fire in and around state-owned property. Knowledge of state provisions for emergency situations. Skill in conducting investigations, questioning witnesses and preparing written reports and inspections. Ability to perform radio communications, monitor alarms and perform the duties of a controller/dispatcher. Ability to enforce laws pertaining to incidents of theft or vandalism to state-owned property. Ability to understand and follow instructions. Ability to work with citizens and secure their cooperation without the use of violence. Ability to use sound judgment when using force to control individuals or groups. Ability to establish and maintain harmonious and effective working relationships employees, residents, other law enforcement agencies and the general public. Ability to exercise tact, diplomacy and impartiality in relation to others. Ability to make decisions based on common sense and good judgment. Ability to resolve stressful situations. Ability to comprehend and comply with written and oral directions. Ability to comply with and enforce federal, state and local laws. Ability to increase competency through training and instruction. Ability to communicate orally and in writing. Ability to take orders and accept supervision. Ability to react quickly and calmly in emergency situations. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.